



# DEPARTMENT OF CORPORATIONS

## JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WAYNE STRUMPFER, Acting California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: June 13, 2005

**CLASSIFICATION:** Staff Services Manager I  
1 Position – Permanent/Full Time  
(Pending approval of Allocation)

**FINAL FILING DATE:** June 27, 2005 or UNTIL FILLED

**SALARY:** \$4746 – \$5726 per month

**POSITION LOCATION:** OMB, Financial Management Office, 1515 K Street, Sacramento

**DUTIES AND RESPONSIBILITIES** – Under the general direction of the Chief of Financial Management, the incumbent initiates and manages the development of and compliance with the departmental budgetary and income rate generation policies, procedures and controls. The incumbent supervises the Budget Office staff and works closely with the Chief Deputy Commissioner, Deputy and Assistant Commissioners, the Chiefs of Human Resources, Information Technology and Business Operations and the department Accounting manager. As the department's expert regarding integrated departmental finances, the incumbent is responsible for managing the financial solvency (assuring the sufficient receipt of income to ensure ongoing, uninterrupted operations); monitoring departmental expenditures to ensure that the department stays within budgeted levels; developing the departmental budget for three programs (including 13 separate program components) and eight divisions, which cut across the program areas; and tracking the ongoing fund condition of each program area. The incumbent is also responsible for the development of fiscal impact of all departmental legislation and for advising the Commissioner of Corporations and all other departmental executive staff on all budgetary matters. This position also works closely with CalStars staff on budget/accounting issues and the Lotus Administrative Timekeeping System.

### **DESIRABLE QUALIFICATIONS**

- ◆ Experience in the principles and practices of government budgeting and accounting.
- ◆ Knowledge of financial and budget procedures and laws relating to financial administration, research techniques and statistical procedures.
- ◆ Ability to develop various types of budget documents, analyze and resolve difficult budget problems, analyze situations accurately and develop an effective course of action.
- ◆ Establish and maintain a good rapport with control agencies.
- ◆ Ability to adjust to shifting priorities and meet workload deadlines.
- ◆ Ability to communicate effectively both orally and in writing.
- ◆ Ability to take initiative and be a self-starter.
- ◆ Familiar with personal computer utilizing Microsoft Word, Excel, etc.

**WHO MAY APPLY** – State employees who are currently at the Staff Services Manager I level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) and employees with Surplus or SROA status are encouraged to apply. For further technical information regarding this position, please contact Crystal Goto at (916) 322-4996 or CALNET 8-492-4996. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#04-OMB0056** under the job title).

**SUBMIT APPLICATION AND RESUME TO:** Department of Corporations  
Human Resources Office  
Attention: Kiley Hanchen (#04-OMB0056)  
1515 K Street, Suite 200  
Sacramento, CA 95814  
(916) 327-8914 or CALNET 8-467-8914

**RPA #04-OMB0056 ca**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.